Standard Operating Procedure

SOP Title: Product Release SOP  
Document Code: SOP-VA-106  
Effective Date: 06May25  
Supersedes: [Previous Version if applicable]  
Approved By: [Name / Title]  
Review Date: [Annually or as needed]

# 1. Purpose

To define the final QA review and release process for finished cannabis products, ensuring only batches that meet all CCA and cGMP requirements are shipped to dispensaries.

# 2. Scope

Covers all finished goods—flower, concentrates, infused products, topicals, and vapes—manufactured at Verano Virginia.

# 3. Responsibilities

| **Role** | **Key Responsibilities** |
| --- | --- |
| **QA Release Specialist** | Verifies documentation, COA compliance, and label accuracy; signs Release Authorization. |
| **Production Manager** | Ensures all batch records and label proofs are complete and accurate before QA review. |
| **Distribution Lead** | Ships only QA‑released product; retains transfer manifests. |
| **QA/Compliance Manager** | Confirms release procedures adhere to CCA regulations. |

# 4. Procedure

**4.1 Document Review**

* Confirm Master Batch Record (MBR) is complete, legible, and signed (Post‑Harvest Log, QA Checklist, Breakdown Worksheet).
* Verify deviations, if any, are closed via SOP‑VA‑104.

**4.2 COA Verification**

* COA must meet potency specs and show “Pass” for contaminants per VA CCA limits.
* Cross‑check COA date and batch ID against label.

**4.3 Label & Packaging Check**

* Compare label proof to QA Checklist for: product name, net weight, NDC, batch/lot #, test date, expiration.
* Confirm child‑resistant and light‑resistant packaging.

**4.4 Release Decision**

| **Decision** | **Criteria** | **Action** |
| --- | --- | --- |
| **Released** | All requirements met | QA signs Release Authorization; batch status in BioTrack updated to “Vault” |
| **Rejected** | Critical non‑conformance | Batch status set to “Rejected”; product quarantined and dispositioned. |
| **Quarantine** | Awaiting investigation or CAPA | Hold tag applied; batch locked in BioTrack until resolved. |

**4.5 Release Documentation**

* File signed Release Authorization in MBR.
* Product release logs to be maintained by distribution staff as Transfer Logs. MBR to be turned into QA and archived accordingly.

# 5. Records

| **Record** | **Location** | **Retention** |
| --- | --- | --- |
| Release Authorization (within MBR) | QA Archive | 3 years |

# 6. References

- 21 CFR 211.165 – Testing and Release for Distribution

- Virginia CCA Regulations – Product Testing & Labeling

- SOP‑VA‑104 Deviation & CAPA SOP

- SOP‑VA‑101 Document Control SOP

- QM‑VA‑001 Quality Manual

# 7. Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Change Description | Approved By |
|  |  | Aligned with updated Quality Manual QM-VA-001 and Master Batch Record SOP. | [Name / Title] |